How to Enter Survey and Tracking Data in CATALYST
https://fortress.wa.gov/doh/catalyst

Step 1: Login to CATALYST – A successful login will open the message screen
(An unsuccessful login will give you a 'login failed' message in red)

Step 2: From the toolbar at the top of the screen
- Select **ACTIVITY EVALUATION**
- The link for **EVALUATION TOOLS** will open a new page and give the user printing/viewing access for the tools in CATALYST
- The **SURVEY DATA ENTRY** link will allow the user to enter survey data for a reported output/event. Click **SURVEY DATA ENTRY**

Step 3: The **ACTIVITY EVALUATION** screen will appear
- Check to see if the **CONTRACTOR** field is populated with your agency (If not, use the contractor drop down menu to select your agency)
- Select the **ACTIVITY** associated with the data to be entered (i.e.: C2.01.01 Synar Compliance Checks)
- Click **FIND** (A list of reported events will appear)
- Select the **OUTPUT/EVENT** that corresponds with the data to be entered. ***(Note: You must first report on an output/event before you can enter survey & tracking data for that output/event – Follow the steps in "How to report on Outputs in CATALYST" then return to these instructions)**

Step 4: The **SELECT SURVEY** screen will appear
- The header indicates the Contractor Name and Activity
- Select the form to be used by clicking on the **SURVEY NAME** drop down menu
- Ignore the **View/Print Existing Survey** button. This will be removed.
- To begin entering data click **Enter New Survey Data**

Step 5: The **PARTICIPANT** screen will appear
- If this is a new entry complete the text boxes and click **ENTER DATA**
- Enter a name and click **QUICK FILL** to select from information already entered in the CATALYST database
- Answer the question on each screen and click **NEXT SECTION** to move through the survey
- When the last question is answered CATALYST returns to the Participant screen and prompts the user for the next survey entry
- If the user is done entering survey data

Step 6: Reports
- CATALYST automatically generates results for the data entered
- Select **REPORTS – ACTIVITY EVALUATION** and the corresponding report for the information entered

Notes:
1) The Quick Fill and Find Entry buttons use the **NAME** field to search the CATALYST database
2) Quick Fill – Use to "quick fill" data from the CATALYST database
3) Find Entry – Use to find an entry already in CATALYST
4) Delete Survey Occurrence – Delete a survey occurrence in CATALYST database